



Joint Base Elmendorf-Richardson Tour Request Form

To: jber.pa.events@elmendorf.af.mil

FAX: 907-552-5111

GENERAL INSTRUCTIONS:

Tours of Joint Base Elmendorf-Richardson are done on an individual basis and are supported considering mission requirements. If interested in taking a tour of JBER or touring facilities on JBER please fill out the following blocks and submit the request **three weeks** prior to when wishing to visit the installation:

REQUESTOR'S NAME:	ORGANIZATION:	NUMBER OF PEOPLE ATTENDING:	DATE OF REQUEST:
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PHONE (WORK/CELL):	E-MAIL ADDRESS:
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MAILING ADDRESS:

DATE/ START TIME/FINISH TIME (LOCAL) REQUESTING: / /	YOUR FORM OF TRANSPORTATION*: <input type="checkbox"/> RENTAL <input type="checkbox"/> SHUTTLE <input type="checkbox"/> TAXI	
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HOTEL YOU'LL BE STAYING AT WHILE VISITING JBER/ANCHORAGE:	PHONE NUMBER WHILE VISITING JBER/ANCHORAGE:
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PURPOSE OF TOUR (BE SPECIFIC, ARE THERE PARTICULAR AREAS YOU WOULD LIKE TO SEE?):**:

ADDITIONAL COMMENTS:

PLEASE INCLUDE THE FOLLOWING INFORMATION FOR EVERYONE ATTENDING THE TOUR IN **ALPHABETICAL** ORDER, IN A WORD DOCUMENT OR EXCEL SPREADSHEET TO HELP WITH BASE ACCESS:

- LAST NAME, FIRST NAME, MIDDLE INITIAL
- LAST 4 NUMBERS OF SOCIAL SECURITY NUMBER
- NATIONAL CITIZENSHIP
- STATE DRIVER'S LICENSE NUMBER AND STATE ISSUED OR STATE ID NUMBER
- DATE OF BIRTH

PRINTED/TYPED NAME OF REQUESTOR:	SIGNATURE:
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* Public Affairs is authorized to provide government transportation only around JBER. Government transportation may not be available during your tour.

** We cannot guarantee that you will see requested areas.